

CLASSE PRESCRIPTION SAFETY GLASSES PAYMENT POLICY
Rates for June 2015 – May 2016

Prescription Safety Glasses paid by CLASSE must be OSHA compliant

Coverage for Employees who fit the following criteria ONLY:

1. Required to routinely use safety glasses on a daily basis in performing his/her duties.
2. Cannot perform his/her duties by wearing standard safety goggles over prescription glasses.

Note to Supervisors:

You are responsible for verifying that the employee must have prescription safety glasses meeting ONLY criteria 1 and 2 noted above in order to perform their job. Submit written approval to the Wilson Lab Procurement Office email: bsc-classe@cornell.edu and cc the employee.

Note to Employees who meet criteria:

PRIOR to obtaining prescription safety glasses - You must obtain a completed *CLASSE*-Visionworks Safety Eyewear Authorization Form from the Wilson Lab Procurement Office Rm 307 to present to Visionworks. This will ensure proper payment from the Procurement Office to Visionworks for the allowed expenses below and eliminate confusion with Visionworks.

IMPORTANT NOTE: If an employee purchases prescription safety glasses **without** first going through the CLASSE Procurement Office, **there will be no cost reimbursement to the employee.**

CLASSE will pay up to **\$106.00** for Polycarbonate Prescription Safety Glasses from Visionworks every other year* per the following rates (as of June 2015). **Visionworks** is located in Ithaca at Threshold Plaza, 722 S. Meadow Street, 607.273.3300:

Lenses: Single Vision: \$35.00; Bifocal: \$50.00; or Trifocal: \$60.00**
(no amount is allowed for progressive lenses, tinting, or any other personal choice—the employee must cover any add-ons)

Frames: Up to \$36.00. Includes **Required FIXED Sideshields** and fitting
(Styles of Frames Level 1 & Level 2 covered, copy attached)

THE TOTAL AMOUNT PAID BY CLASSE CANNOT EXCEED \$106.00 / INDIVIDUAL

If employees choose more expensive lenses/frames they **must** cover the difference in cost. We suggest employees consider this cost difference when renewing their select benefits each year.

We ask eligible employees to use **Visionworks** as they offer prescription safety glasses at a reasonable rate and can be direct-billed to CLASSE. There may be special exceptions to using Visionworks, but that must be arranged with the CLASSE Procurement Office **in advance** of any purchase. Regardless of vendor the maximum amount is \$106.00.

Repairs: Safety glasses damaged in the Lab will be dealt with as needed, and must also be authorized in advance by the Procurement Office. (Repairs for damages occurring outside of the work place will not be covered by CLASSE—this is the employee’s responsibility.)

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*In some instances, an employee may have a prescription change that warrants **replacing** lenses in their safety glasses in less than two years. The employee must present verification of the change in prescription to the Procurement Office, and the cost of replacing the lenses will be covered by CLASSE (within the lens dollar limit noted above).

**In some instances, an employee may have a medical need for special lenses not covered here. Such exceptions will be reviewed on a case-by-case basis and will require a medical note.